

# COMPARABLE STATISTICS 2004

## INTRODUCTION

The Office of Library and Information Services (OLIS) is pleased to publish the Comparable Statistics 2004. The information has been compiled from the 2004 Annual Reports submitted by public library systems in 38 Rhode Island cities and towns. One city/town, Exeter, did not have a public library open between July 1, 2003 and June 30, 2004. Forty-seven (47) out of 48 public library systems submitted complete Annual Reports. The Comparable Statistics 2004 was compiled from the 47 library systems. The Annual Report data was submitted by public libraries to OLIS as part of the Application for Grant-In-Aid. A blank copy of the survey forms that make up the Annual Report and other documents requiring data in application for Grant-In-Aid are linked to Comparable Statistics 2004.

For the purposes of the Comparable Statistics, library systems are defined as independently operated and funded libraries within a city or town. A city/town may have more than one library system. Library systems may consist of one or more public library facilities. Library systems may or may not have branches and/or bookmobiles. According to a FSCS (Federal State Cooperative System) definition, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following: an organized collection of printed or other library materials, or a combination thereof; paid staff; an established schedule in which services of the staff are available to the public; the facilities necessary to support such a collection, staff and schedule; and is supported in whole or in part with public funds. Each library system that submitted a 2004 Annual Report answered yes to the FSCS Public Library Definition.

OLIS encourages feedback on the Comparable Statistics 2004. OLIS would like to know if the format of the Comparable Statistics is user friendly and what changes would make the reports more useful or valuable. Comments about the Comparable Statistics 2004 should be emailed to [annpk@gw.doa.state.ri.us](mailto:annpk@gw.doa.state.ri.us) with the subject header: CS2004 Feedback. Replies to feedback will be sent as appropriate.

## PRINT COPY

Only the electronic version of the Comparable Statistics 2004 is published. To acquire a print copy, save the PDF version to your computer. Then print as you normally would. The document is 49 pages. Reports may be printed individually, by section as listed in the Table of Contents, and as a whole document including the cover page, Table of Contents, Introduction, Library Codes and all the reports.

## READING THE REPORTS

### Significant Changes From Comparable Statistics 2003

The printout of the Comparable Statistics 2004 is less bulky than the 2003 edition. Reports have been compressed to 49 pages. Where possible, more columns were added to reports for better comparison. Specifically, per capita and ranked data are no longer separate reports. A single circulation report has both circulation "By Format" and "By Age Groups" and "Total Circ per Cap."

A new report, Facility Space, was created and follows the Administrative Entity Report. The square footages of the main library and its other facilities, branches, and bookmobile, are listed in Facility Space.

In the reports, the column header, "Population", has changed to "LSA Population" to reflect a change in actual data. FSCS requires population figures based on the most recent official state population figures available from the Rhode Island state data center. The LSA Population for the Comparable Statistics 2004 is based on Table SUB-EST2002-13-44 Rhode Island Minor Civil Division Population Estimates, Sorted within County: April 1, 2000 to July 1, 2002. The source of this table is the Population Division, U.S. Census Bureau. The actual data used was extracted from the July 1, 2002 Population column.

All references to income have been changed to "revenue" in the reports to be consistent with FSCS data element name change made in the 2004 Annual Report.

### **Time Span**

The Comparable Statistics reports cover fiscal year 2004, except for salaried and hourly rates that were collected for rates in place as of July 1, 2004, which is technically fiscal year 2005 and the local tax-based appropriations for fiscal year 2005. The fiscal year reported is in the title of all Comparable Statistics reports except for Local Government Tax-Based Operating Funds reports which cover both fiscal year 2004 and 2005.

Most libraries reported on a July to June fiscal year. However, libraries in the following cities and towns reported some or all data from fiscal years with different starting and ending periods: East Providence, Jamestown, and Scituate.

### **Column Headers**

The first column of each library report is in alphabetical order by library code. See the Library Code Report to match a library name with each library code. More information about the libraries listed in the Comparable Statistics is available on the [LORI website](#) Public Library Directory. The Public Library Directory listings include the city/town, governance status, the delivery code, address, phone, fax, e-mail, chair of the library's board, CLAN status, web address, hours and directions.

Many column header names in the Comparable Statistics reports are identical to the data element names in the Annual Report. "Selective" categories in both the Comparable Statistics and the Annual Report cannot be used to determine totals that include selective data. Definitions of data elements are included in the blank 2004 Annual Report. Not all data elements have definitions.

### **State Reports**

State reports are totals of individual library data. See the Table of Contents in the Comparable Statistics for an overview and layout of state and local reports. Missing data from libraries was not imputed. State reports were created only when data was available from all forty-seven (47) library systems. The Comparable Statistic reports include both raw and compiled data.

### **Salaried Employees and Hourly Employees Reports**

#### **Job Categories**

The data element, Job Categories, on the Annual Report's Wage Form groups library positions by similar duties and tasks. Since staff titles across the state may not have the same job description, twelve (12) job categories were created to organize staff by duties rather than by title. The categories were further split into salaried employees and hourly employees. There are a total of 24 Wages Forms in the Annual Report, from which twenty-four (24) Wages reports were tabulated. Definitions for the

twelve (12) categories can be found in the blank Annual Report that is linked to the Comparable Statistics.

For libraries that reported more than one staff position in the same category with different wages and/or hours per week, the multiple forms for a job category of a single library were averaged for the report.

### **Averaged Wages**

When provided, actual wages are listed in the “Actual Average” columns in the Wages reports. Otherwise, wages are averaged when more than one Wages Form was used by a library system to report a category. Wages for vacant positions and other positions reporting a range and no actual wage are also averaged in the “Actual Average” columns in the Wages reports. Wages are simple averaged as there are many variables provided between and within the libraries. The simple averaging method proved to test well in demonstrating differences in pay for similar work. Weighted averages were not applied to the Comparable Statistics. The raw data from the 2004 Annual Report is available upon request for this purpose.

### **MLS**

Libraries were instructed to check MLS on a Wages Form when at least one of several positions in a category with the same wages and hours per week hold and/or require an MLS. Therefore, employees without an MLS may have been included in Reports with “Yes” in the MLS column. “No” in the MLS column of Salaried Employees and Hourly Employees reports means that no employee in that category for that library requires or has an MLS. The value of this data as defined is being reviewed for the 2005 Annual Report.

### **Total Staff**

When 30 to 50% of an employee’s job duties fit into more than one job category, a Split Wages Form is required in the Annual Report. The Split Wages Form is used to report the portion of the employee’s wages and hours within a job category. A fraction of the whole person is reported on each Split Wages Form. This fraction is applied to the Total Staff column of the Salaried Employees and Hourly Employees reports. Fractions are determined by dividing the number of hours per week worked in a split category by the total number of hours per week worked in the library. The Split Wages Forms for an employee should add up to one (1) whole person. The correctly selected Employee reports if combined would add up to reflect the whole person as well.

### **Notes**

All dollar amounts reported in the Comparable Statistics 2004 are rounded to the nearest dollar. Other notes that require further explanation of data presented may be found as a footnote in the Comparable Statistic Reports.

## **FINDING THE DATA SOURCE**

Here are some general guidelines for matching the data in the Comparable Statistics tables to the data in the Annual Report forms:

Grant-In-Aid Reports are derived from the Certification of Appropriation and Expenditure form and the Application for Grant-In-Aid form.

Revenue and Expenditures Reports are derived from the Income and Expenditure Form, Application for Grant-In-Aid form, and the Certification of Appropriation and Expenditure form.

Systems and Staff Reports are derived from the Main Library/System Form and Staff Form.

Collection And Circulation Reports are derived from the Collection Form.

Services And Programs Reports are derived from the Main Library/System Form, Hours Open Form, Services Form, and Technology Services Form.

Specifically-

**Public Internet Terminals, Databases, and Electronic Resource Users** report is derived from the Technology Services Form.

**State Totals for Systems, Facilities, and Staff** report is derived from the Main Library/System form and the Staff Form.

**Administrative Entity** report and **Facility Space** reports are derived from the Main Library/System Form.